

Privacy Impact Assessment Automated Commerce Employment System (ACES)

Unique Project Identifier: OS-038

Project Description:

The Automated Commerce Employment System (ACES) is the Office of Human Resources (OHRM) implementation of QuickHire for the Department of Commerce (DOC). It is a critical element in fulfilling OHRM's mission to provide Commerce managers with the highest quality workforce possible. ACES is the means by which DOC human resources employees post Commerce vacancies and evaluate applicants; interested persons apply for Commerce positions; and managers review applicant resumes and record selections for positions.

ACES is in the operation and maintenance phase of the System Development Life Cycle. This Privacy Impact Assessment (PIA) and the purpose statement will be periodically reviewed and updated.

Purpose Statement:

The Department of Commerce's Office of Human Resources Management (OHRM) is responsible for establishing and implementing the Department's human capital programs and for providing HR services for the Office of the Secretary. In the course of performing these duties, OHRM is required to collect and maintain personal information on applicants for Departmental positions in the ACES system. OHRM does not disclose, sell, or transfer information maintained in the ACES system without an official need to know; however, OHRM may only protect the information it collects and maintains to the extent permitted by the Privacy Act of 1974 and the Freedom of Information Act (FOIA) of 1966.

What information is to be collected?

The personal information to be collected and maintained by ACES includes the applicant's full name, date and place of birth, Social Security Number, other names used, sex, citizenship, education, and work history. A clear relationship has been established between the personal information to be collected and maintained, and the system's functional purpose and operational requirements. The personal information to be collected is pertinent to the stated purpose for which the information is to be used, and only information that is required for filling Commerce positions is collected.

Why is the information being collected?

This information is being collected as part of the job application, evaluation, and selection process for filling Department of Commerce job vacancies. The personal information obtained is collected only with the knowledge and consent of the applicant, and in accordance with the

provisions of the Privacy Act and FOIA.

As required by the Paperwork Reduction Act (PRA), the Office of Management and Budget (OMB) has approved ACES as part of a government-wide collection of information, and assigned it OMB No. 3206-0219, with a current expiration date of March 31, 2009.

What is the intended use of the information?

The information is used to evaluate and select applicants for employment at the Department of Commerce. The personal information requested is needed for this process and to protect against fraudulent submissions from individuals who may not be eligible for employment at Commerce and/or who are attempting to provide false identification information. The personal information provided by the applicant may be used subsequently to verify the identity of the applicant and the truthfulness of the other information in the application.

Executive Order 9397, "Numbering System for Federal Accounts Relating to Individual Persons," signed November 22, 1943, authorizes the use of Social Security Numbers to maintain individual accounts in agency records.

With whom the information will be shared?

The personal information will be shared only with authorized users who have a legitimate need to know. Specifically, the information may be shared with authorized users of the Department's OHRM, Office of Security, Office of General Counsel, and/or Office of Inspector General; the Office of Personnel Management; National Finance Center; and any other individual representing a Federal agency with authority to obtain the information under the Privacy Act or Freedom of Information Act. There are limits on sharing the information with other (secondary) agencies and with third-party or private sector partnerships or relationships. The limits on sharing information are explained in the Commerce Privacy Policy posted on the Web at <http://www.commerce.gov/privacystatement.html>.

What opportunities will individuals have (if any) to decline to provide information or to consent to particular uses of the information?

The personal information is collected via the individual's completion of an on-line resume and application. Prior to completion, the individual will be advised that providing the information is voluntary; however, OHRM may not be able to evaluate the applicant for a position if an individual does not provide each item of information requested. The individual may choose to decline providing the required personal information or to consent to the particular use of their personal information at that time.

How will the information be secured?

The information will be secured using both administrative and technical controls. ACES is compliant with the Department's Information Technology Security Program (ITSP) Policy and

Minimum Implementation Standards as well as the Department's Password and Remote Access Policies. Additional security safeguards include:

- ACES authorized users are issued a system user identification login and given limited read and/or write privileges depending on their scope of duties and need to access and use the system.
- Authorized users have limited and controlled remote access.
- Periodic testing of the system's technical controls, such as firewall effectiveness, is conducted on at least an annual basis and as part of the rigorous ITSP Certification and Accreditation (C&A) of all Department of Commerce information technology (IT) systems.
- Continuous monitoring of the system to detect unauthorized access and intrusion is conducted, and OHRM is notified immediately of any system incidents.
- Encryption of personal data as required for secure transmission.

The potential risk of inappropriate disclosure and/or unauthorized disclosure is mitigated by limiting the number of authorized system users, providing initial and annual system security training, monitoring authorized user activity, automatic and immediate notification of unauthorized system access or usage to the system administrator, documenting user violations, and gradually increasing user reprimands for system violations ranging from a verbal warning with refresher security training to denial of system access.

Is a system of records being created under section 552a of title 5, United States Code?

The government-wide system of records OPM/GOVT-5, Recruiting, Examining and Placement Records, applies to the records in ACES and related records on persons who have applied for employment in Commerce or any other Federal agency.

OHRM Contact Information:

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